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Proposed regulations governing the allowance and payment from Government funds of expenses of travel, transportation of immediate families, and household goods and personal effects of civilian officers and employees of CIG when transferring from one official station to another for permanent duty when authorized in the order directing the travel by the head of CIG or such subordinate official as he may designate.

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GENERAL

1. The travel expenses of the employee transferred shall be in accordance with the Subsistence Expense Act of 1926, as amended (5 U.S.C. 621-823), the Standardized Government Travel Regulations and the Act of February 14, 1931, as amended (5 U.S.C. 73 (a)).
2. The transportation of the immediate family any of employee's household: spouse, children (including stepchildren and adopted children), unmarried and under 21 years of age or physically or mentally incapable of support regardless of age, and dependent parents of the employee (but not of the spouse) shall be subject to these provisions of the Standardized Travel Regulations which relate to transportation including mileage in accordance with the Act of February 14, 1931 (5 U.S.C. 73 (a)). The cost to the Government shall not exceed the cost of transportation by the most economical route between the last official station and the new official station.
3. All travel and transportation shall begin within two years of the effective date of the transfer of the employee, except that, for employees who enter upon active military, naval or coast guard duty at any time prior to the expiration of such period and are furloughed for the duration of such duty, the two-year period shall be exclusive of the time spent on such furlough; and for employees transferred to posts of duty outside the continental United States (the 48 states and the District of Columbia) the two-year period shall be exclusive of any time when shipping restrictions make the travel and transportation impossible.
4. Not to exceed seven thousand pounds of uncrated or eight thousand seven hundred and fifty pounds of crated or the equivalent thereof when transportation charges are based on cubic measurement when the amount payable by the Government is computed solely on the cubic measurement of the goods shipped are the maximum weight allowances.
5. Household goods and personal effects shall not include wines, liquors, animals or birds not necessary in the performance of official duties, or automobiles.
6. The expenses of transportation shall be allowable whether the shipment originates from the employee's last official station or from some previous place of residence, or partially from both and whether point of destination is the new official station or some other point selected by him or both: Provided, that the cost to the Government shall not exceed the cost of shipment in one lot by the most economical route from the last official station to the new. No expenses shall be allowable for the transportation of property acquired en route from the last official station to the new.

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 travel and transportation expenses of the employee's immediate family and his household goods and personal effects. The maximum weight of household goods and personal effects authorized for shipment shall also be included, together with a statement to the effect that the transfer is not for the convenience or benefit, or at the request, of the employee concerned. Also to be set out in letters of transfer is the statement that reimbursement of travel expenses and per diem in lieu of subsistence shall be in accordance with the provisions of the travel order issued in conjunction with the letter of transfer.

8. In preparing vouchers for payments the following conditions shall be observed:

- a. Where charges for transportation are based upon weight, the actual (not estimated) weight shall be shown.
- b. Where all the services are not covered by a single voucher, vouchers covering payment for subsequent charges shall bear a reference to prior vouchers.

TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS BETWEEN POINTS WITHIN CONTINENTAL UNITED STATES

1. In lieu of the payment of actual expenses of transportation, packing, crating, temporary storage (storage at point of departure, destination or way station for not to exceed 60 days), drayage and unpacking of household goods and personal effects reimbursement shall be made to the employee on a commuted basis at rates per hundred pounds fixed by zones, as follows:

Rate Per One Hundred Pounds

Miles	1799 <sup>1</sup>		3800 <sup>1</sup>
	or less	to 3799 <sup>1</sup>	to 7000 <sup>1</sup>
15	2.29	2.34	2.17
25	2.44	2.52	2.26
40	2.56	2.59	2.29
50	2.67	2.46	2.31
60	2.77	2.54	2.38
70	2.87	2.63	2.45
80	2.98	2.71	2.52
90	3.08	2.79	2.60
100	3.19	2.87	2.68
110	3.30	2.97	2.76
120	3.40	3.06	2.85
130	3.51	3.15	2.96
140	3.62	3.24	3.03
150	3.73	3.34	3.12
160	3.83	3.43	3.21
180	4.06	3.62	3.39
190	4.18	3.71	3.48
200	4.26	3.81	3.58
210	4.36	3.89	3.66
220	4.46	3.98	3.75
230	4.56	4.07	3.81
240	4.67	4.15	3.89
250	4.76	4.24	3.98
260	4.86	4.33	4.06
270	4.94	4.41	4.14
285	5.08	4.53	4.26
300	5.23	4.67	4.39

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515	5.35	4.96	4.60
530	5.47	4.90	4.61
545	5.59	5.04	4.73
560	5.72	5.13	4.84

	1849 <sup>+</sup> or less	1850 <sup>+</sup> to 3849 <sup>+</sup>	3850 <sup>+</sup> to 7000 <sup>+</sup>
375	5.84	5.25	4.94
390	5.96	5.35	5.06
405	6.07	5.44	5.16
415	6.15	5.53	5.23
430	6.26	5.63	5.34
445	6.37	5.75	5.45
460	6.47	5.83	5.56
475	6.58	5.97	5.67
490	6.68	6.09	5.77
505	6.80	6.13	5.88
520	6.89	6.27	5.97
535	6.98	6.37	6.07
550	7.08	6.43	6.16
565	7.17	6.53	6.26
580	7.26	6.64	6.36

	1899 <sup>+</sup> or less	1900 <sup>+</sup> to 3899 <sup>+</sup>	3900 <sup>+</sup> to 7000 <sup>+</sup>
600	7.39	6.77	6.43
615	7.49	6.86	6.57
630	7.57	6.94	6.66
645	7.66	7.01	6.74
665	7.77	7.13	6.86
690	7.91	7.27	6.99
710	8.02	7.40	7.11
725	8.11	7.48	7.18
740	8.19	7.56	7.26
760	8.31	7.67	7.35
785	8.45	7.81	7.49
810	8.57	7.94	7.60
835	8.68	8.08	7.71
860	8.80	8.12	7.83
880	8.89	8.17	7.92
905	9.00	8.26	8.03
925	9.09	8.35	8.12
950	9.21	8.47	8.22
970	9.29	8.56	8.30
1000	9.43	8.76	8.42
1020	9.52	8.82	8.48
1050	9.63	8.95	8.60
1080	9.76	9.07	8.72
1110	9.90	9.20	8.86
1140	10.04	9.33	8.97
1170	10.15	9.45	9.06
1200	10.26	9.54	9.16
1230	10.48	9.75	9.37
1290	10.59	9.87	9.48
1320	10.70	9.97	9.58
1350	10.82	10.07	9.69
1380	10.91	10.16	9.79

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1440	11.24	10.50	10.10
1470	11.25	10.61	10.20
1500	11.35	10.70	10.30
1530	11.44	10.82	10.41
1560	11.57	10.92	10.52
1600	11.66	11.03	10.62
1630	11.77	11.13	10.72
1660	11.89	11.25	10.85
1700	11.99	11.35	10.94
1730	12.09	11.44	11.05
1760	12.20	11.57	11.17
1800	12.31	11.66	11.27
1830	12.42	11.77	11.37
1860	12.51	11.89	11.48
1900	12.64	11.99	11.59
1930	12.74	12.09	11.70
1960	12.84	12.21	11.80
2000	12.96	12.35	11.96
2050	13.10	12.49	12.09
2100	13.24	12.65	12.25
2150	13.39	12.78	12.38
2200	13.53	12.93	12.52
2250	13.67	13.07	12.67
2300	13.81	13.21	12.81
2350	13.96	13.36	12.96
2400	14.10	13.50	13.10
2450	14.26	13.64	13.24
2500	14.38	13.79	13.39
2550	14.53	13.93	13.53
2600	14.68	14.08	13.67
2650	14.82	14.21	13.81
2700	14.97	14.36	13.96
2750	15.10	14.50	14.10
2800	15.24	14.65	14.26
2850	15.40	14.79	14.38
2900	15.53	14.94	14.53
2950	15.69	15.07	14.68
3000	15.82	15.22	14.81
3050	15.97	15.37	14.96
3100	16.11		

The amount payable shall be the product of the applicable rate and the net weight of household goods and personal effects actually shipped by carrier for the employee. Government Bills of Lading are not to be used.

2. The schedule of rates is predicated on zones consisting of mileage blocks, which will require a determination of the short line highway distance between the points which may be authorized under the regulations, and in accordance with the provisions in the Household Goods Carriers' Bureau Mileage Guide No. 4, Motor Freight-Interstate Commerce Commission No. 27, or successive issues thereof. If rates are not shown in the schedule for the actual distance provided in the aforementioned mileage guide, the rate shown for the next greater distance shall apply.

3. Employees shall be required to submit the carrier's original bills of lading, or a certified copy thereof, when using common carrier service. Where no bill of lading is required, other evidence showing point of origin, destination and date shipped shall be submitted.

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thereof, a constructive weight, based on seven pounds per cubic foot of properly loaded van space, may be used.

4. An advance of funds may be allowed employees who are being transferred in connection with shipment of their household goods and personal effects. This advance may be in addition to any advance required by the employee to meet expenses incident to the travel. A bond under the terms specified under Treasury Department Circular No. 369, Revised, is to be furnished in making such advances. In requesting an advance of funds, the applicant shall be required to submit a written statement to the Fiscal Section or the Special Funds Section (whichever is applicable) disclosing the number of rooms containing his personal property which is for shipment, such number of rooms to exclude bathrooms and closets, and reception hallways in apartments. The reported number of rooms will be used as a factor to be multiplied by 1,000, the result of which will provide the estimated net weight of the prospective shipment. Such statement must also include the names of the shipping point and the destination. This estimated weight, together with the distances between the origin and destination of the shipment, will be used as the factors required by the schedule of rates to compute the amount of funds which may be advanced in anticipation of the ultimate settlement which may be made hereunder. This amount shall be included in the encumbrance established in the Accounts of the Fiscal Section or Special Funds Section.

5. For the purpose of determining the rates and computing the amounts to be allowed, it shall be required to use the net weight of the household goods and personal effects, uncrated, and such weight shall include the weight of containers and packing materials which are required to protect articles of fragile or breakable nature. When such goods are crated and packed for shipment, the net weight for consideration herein will be eighty (80) per cent of the gross shipping weight. Such net weights shall not exceed 7,000 pounds for employees with immediate families and 2,500 for employees without immediate families.

6. Employees shall seek reimbursement for transportation charges incurred in the shipment of household goods and personal effects on the account submitted for reimbursement of travel expenses and per diem in lieu of subsistence incident to the transfer of official station.

TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS TO POINTS OUTSIDE  
CONTINENTAL UNITED STATES

1. The actual costs of transportation of the household effects and other personal property of the employee, not in excess of 7,000 pounds net, and of the packing, crates, boxes, lift vans, or other temporary containers required for the shipment, shall be allowed: Provided, that employees who have no immediate family shall be entitled to the transportation of household effects and other personal property not in excess of 2,500 pounds. Gross weight shall include the net weight of the property and the weight of packing, crates, boxes, or lift vans which have no connection with the property except for the purposes of the immediate shipment and which do not constitute a continuing part of the property of the employee. The gross weight of the property shall be computed as being 80 per cent of the combined weight of the property and the packing and crating used for the shipment: Provided, that in case of shipments involving transportation by vessel over all or part of the distance the gross weight of the property shall be computed as being 80 per cent of the combined weight of the property and the packing, crating, <sup>Approved for Release at 2004/10/25 pursuant to the Freedom of Information Act. The original document contains the following:</sup> And provided further, that when shipment is by motor freight the gross

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weight of the property shall be the actual weight of the goods transported. Thus, transportation will be allowed at Government expense for property when packed, crated, boxed, or placed in lift vans for shipment, within the following maximum weights:

	<u>Pounds</u>
Employees having immediate family:	
Shipment involving transportation by vessel over all or part of route or by rail or motor carriers requiring packing or crating .....	8,750
Shipment by motor carriers of household goods, uncrated .....	7,000
Employees having no immediate family:	
Shipment involving transportation by vessel over all or part of route or by rail or motor carriers requiring packing or crating .....	3,125
Shipment by motor carriers of household goods, uncrated .....	2,500

When shipment must be made over such a route that the transportation necessarily involves charges based upon weight over part of the distance and upon measurement over another part of the distance, the following conditions shall apply: (1) if the weight does not exceed the limitations prescribed above payment shall be allowed for actual charges over the entire distance; (2) if both weight and measurement are in excess of the prescribed limitations payment shall not be allowed for the excess by weight over that part of the distance where charges are based on weight, or for the excess by measurement over that part of the distance where charges are based on measurement.

2. The actual costs of packing, crating, unpacking and uncrating (if not in excess of authorized weight) shall be allowed.
3. Where door-to-door common carrier rates are not applicable the actual costs of drayage to and from the common carrier shall be allowed.
4. The actual expenses of temporary storage (not to exceed 60 days) shall be allowed.
5. For the duration of the present war and six months thereafter transportation services including allowances specified in paragraphs 2 and 3 above may be procured by the agency from any available common carrier. It shall be the policy of CIG, however, to effect shipments to foreign points through Howard Pyfe, U.S. Dispatch Agent, New York, and to transport the goods to Mr. Pyfe by CIG truck or van wherever possible. Where it is impossible to employ CIG truck or van the goods shall be transported to Mr. Pyfe on State Department Bill of Lading (a special block of these having been assigned CIG for such use). Mr. Pyfe shall effect all payments in connection with the foreign shipments from the advance granted him by CIG, reimbursement to the advance to be made by the Fiscal Section or Special Funds Section, whichever is applicable. The Transportation Office, CIG, shall institute all necessary

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shipment proceedings upon receipt of the cargo request, pick-up sheet (property location notice), and its copy of the letter of transfer applicable to the household goods and personal effects and the employee being transferred to a foreign official station. If property in excess of the amount allowable under these regulations is shipped with the authorized allowance the employee shall immediately upon completion of the shipment pay, by check and payable to the Treasurer of the United States, the Fiscal Section or the Special Funds Section, whichever is applicable, an amount equal to the charge for the transportation of such excess computed from the total charge according to the ratio of excess weight to the total weight of the shipment. If such payment is not immediately forthcoming a collection will be effected by voucher deduction.

6. Charges allowable hereunder for packing and crating and for transportation shall include expenses incurred in hiring, transporting, and packing lift vans when shipments are made in whole or in part by water, but shall not include charges in connection with any shipment of empty lift vans or for payment of storage charges or import duties on lift vans.

7. The valuation of property as declared for shipping purposes shall not exceed that at which the lowest freight rates will apply. Should the employee desire a higher valuation, he must assume all costs of transportation in excess of the charges at the lowest rate.

8. Except to the extent noted in Section 203 of the Independent Offices Appropriation Act 1947, all shipments of property by water shall be made on shipments registered under the laws of the United States where such ships are available.

9. Where services rendered cover, in addition to transportation, such other services as packing, crating, drayage, unpacking, and uncrating, the total charge for the services shall be itemized so as to show the charge for each service.

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These regulations are applicable in cases of change of stations for permanent duty which are ordered subsequent to 31 October 1946. In cases of change of stations ordered prior to 1 November 1946 and incomplete, the provisions of Executive Order 8380, as amended, and Executive Order 9743 will control.

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